



School Food Pantry Coordinator

ORGANIZATION SUMMARY

Our mission is to prepare Los Angeles students for success in college, career, and life. Working through a network of high-performing, community-based schools and a portfolio of programs that reach students throughout LA County, LA Promise Fund creates vibrant community hubs and partnerships that foster motivated, engaged, and directed students poised for academic, professional, and personal success.

LA Promise Fund is a unique hybrid, operating programs in partnership with Los Angeles Unified School District at two traditional, comprehensive high schools and a middle school, as well as operating two charter schools in South LA. Further amplifying its impact, the LA Promise Fund runs high profile, far-reaching programs and engagement opportunities available to students and teachers across Los Angeles County.

To learn more about LA Promise Fund visit www.lapromisefund.org.

POSITION SUMMARY

Under the direction of the Chief Program Officer and Director of Family and Community Outreach, the School Food Pantry Coordinator will oversee the operation of the School Food Pantry located at LA Promise Charter Middle School. The pantry will serve students and families at LA Promise Charter Middle and High schools.

Duties include Inventory and stocking of pantry items, coordination of monthly food pantry distribution schedule, keeping accurate records and monthly statistics, preparing reports and sharing this information, as needed. The School Food Pantry Coordinator must have relevant professional or volunteer experience, an ability to work and communicate effectively in a collaborative environment, as well as experience and competence working or volunteering in a school setting.

Some early morning and weekend activities may be required.

PRIMARY RESPONSIBILITIES AND DUTIES

- Keep pantry clean, stocked and well-organized
- Manage, organize, monitor and generate inventory for the Food Pantry, including the age of inventory
- Coordinate pantry's food delivery and distribution schedule
- Provide referrals about other nutrition community sources
- Do client intakes and maintain up-to-date client records
- Maintain accurate donation and purchase records
- Oversee the implementation and collection of pantry recipients surveys
- Prepare various reports
- Manage volunteers in the food pantry
- Occasional driving may be required (mileage will be compensated)
- Other duties as assigned

CANDIDATE REQUIREMENTS

Education and Experience

- High School Diploma or equivalent required
- Prior food handling experience preferred but not required

Knowledge, Skills and Abilities

- Must be able to lift up to 40+ pounds.
- Frequent walking, standing, lifting
- Food handling training will be provided
- Excellent organizational and communication skills
- Ability to multi-task and meet deadlines
- Interpersonal and communication skills
- Strong leadership
- Works well in team-oriented environments
- Create and maintain a positive attitude in the work environment
- Ability to work with others in a calm, positive, and professional manner
- Entrepreneurial - a hard worker with a high-energy level, an action-oriented individual who excels in an afterschool environment
- Ability to overcome obstacles and problem solve
- Strong commitment to ensuring the fair and equitable distribution of goods
- Fluency in Spanish and English
- Ability and willingness to work occasional early mornings and weekends
- Valid California driver's license and good driving record is required
- Commitment to LA Promise Fund mission
- Must clear a criminal background check
- Must have a TB test performed
- Must take Mandated Reporter training

COMPENSATION

Hourly Rate: \$15/hour

Expected weekly hours: 15 hours per week

Hourly compensation is commensurate with qualifications and experience.

How to Apply

E-mail your cover letter and resume to careers@lapromisefund.org.